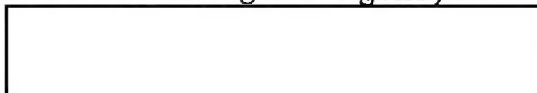


June 15, 1976

WH

MEMORANDUM FOR: MR. BENJAMIN EVANS, JR.,
The Executive Secretary to the Director
Central Intelligence Agency

FROM:



STAT

SUBJECT: Job Description

Per your request, I am sending you a description of my responsibilities on the NSC Staff. You may use this information in any way you think will be useful in order to spread the word to the right people within CIA and the Intelligence Community.

Most succinctly put, my job description is as follows:

"Effective June 1, 1976 [redacted] has assumed the position of Director for Intelligence Coordination on the NSC Staff. In this capacity, he has assumed senior staff responsibility for all foreign intelligence functions associated with the National Security Council and Executive Order No. 11905. This includes all Operations Advisory Group (OAG) and Committee on Foreign Intelligence (CFI) business as well as NSC Staff activities associated with the semi-annual NSC reviews of the Intelligence Community. [redacted] office will also serve as an NSC Staff focal point for contact and coordination on foreign intelligence business with all elements of the Intelligence Community and other departments, agencies, boards and committees.

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[redacted] has three staff assistants who have the following specific responsibilities:

-- OAG business and other sensitive collection and special activities [redacted]

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-- CFI and all NFIP questions (Col. Robert Rosenberg, USAF IDS 103-5022, White House secure phone system.)

-- NSC semi-annual reviews, legislative affairs, legal issues, Freedom of Information and ad hoc special projects (Ms. until July 1, 1976; new staff officer to be appointed thereafter, 103-5820, White House secure phone system.)

In terms of the specific operational relationships between our offices, you should be aware of the fact that all incoming official mail to my office -- irrespective of the manner or to whom it is addressed -- is reviewed by me prior to action or staffing. It would, therefore, facilitate consideration if all items sent to my office for action or information were addressed to me.

I hope the above description of the functions and operations of my office are helpful. Please feel free to ask any questions on such clarification.

ER

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SECRET	UNCLASSIFIED	CONFIDENTIAL	SECRET
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EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI				
3	D/DCI/IC	X			
4	S/MC				
5	DDS&T		X		
6	DDI		X		
7	DDA		X		
8	DDO		X		
9	D/DCI/NIO		X		
10	GC		X		
11	LC		X		
12	IG				
13	Compt		X		
14	D/Pers		X		
15	D/S				
16	DTR				
17	Asst/DCI		X		
18	AO/DCI				
19	C/IPS				
20			X		
21					
22					
SUSPENSE		Date			

Remarks:

To 3: You may wish to distribute portions of the attached to Community principals.

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Executive Secretary
17 June 1978
Date

STAT